ABOUT US - BYOLD

1. Introduction

1.1 This document provides advice and direction to staff, students, parents and carers about the use of personal mobile electronic learning devices at school.

2. Key Principles

2.1 The term "device" in these guidelines refers to any personal mobile electronic device.

2.2 Schools allow students to bring their own devices to school for the purpose of learning and provide access to the Department of Education and Communities' (DEC) network.

2.3 The School will provide internet access to the DEC wireless networks at no cost to students enrolled in NSW government schools at DEC sites.

2.4 Students are responsible for the care and maintenance of their learning devices including data protection, anti-virus software and battery charging.

2.5 The School will not accept any liability for the theft, damage or loss of any student's learning device. Students who bring their own learning devices onto the school's premises do so at their own risk.

2.6 Schools are not obliged to provide hardware or technical support for devices.

2.7 Students and their parents/carers must complete and return a signed ICT Agreement prior to connecting to the School's network.

2.8 Where the school has reasonable grounds to suspect that a device contains data which breaches the ICT Agreement, a member of the teaching staff may inspect the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, further action may be taken, including referral to the police. School disciplinary procedures will be followed.

3. Student BYOLD Agreement

3.1 Prior to using their devices, students must return a signed "ICT Agreement". This agreement must be signed by the student and by a parent/carer. If a student is living independently of their parents and is 18 years of age or more, there is no requirement to obtain the signature of a parent.

3.2 It is important to ensure that students are aware of and agree to their obligations under the Student Bring Your Own Learning Device (BYOLD) Policy and relevant policies, prior to using their own learning device at school.

3.3 The student ICT Agreement is a document with the purpose of acknowledging acceptance and agreement of the terms associated with the acceptable use of ICT within the school, including the use of devices consistent with the BYOLD Policy and Guidelines.

3.4 By accepting the terms, the student and parents/carers acknowledge that they

• Agree to comply with the conditions of the ICT Agreement; and

• Understand that noncompliance may result in the student being subject to school disciplinary procedures.

3.5 Student ICT Agreements will be retained for future access.

4. Cost to Students

4.1 Internet access at the School through the Department's network will be provided at no cost to students enrolled in NSW Public Schools.

4.2 Access to consumable resources, such as printing, will incur additional cost to the student.

4.3 Where students have a device with access to a personal network connection, the School is not responsible for any data usage costs incurred by the student while using the device at school.

4.4 For families suffering genuine financial hardship, where access to the BYOLD device will be difficult in the short term, parents/carers should contact the Principal.

5. Student Responsibilities

5.1 Students are solely responsible for the care and maintenance of their devices.

5.2 Students are responsible for managing the battery life of their learning device and acknowledge that the school is not responsible for charging their learning devices. Students should ensure that their devices are fully charged before bringing them to school. The School is not responsible for providing facilities for students to charge their learning devices.

5.3 Students must have a supported operating system and current antivirus software installed on their learning device and must continue to maintain the latest service packs, updates and antivirus definitions.

5.4 Students are responsible for ensuring relevant school approved applications are available on the device to support learning while at school.

5.5 Students should not attach any school-owned equipment (headphones, video camera, etc.) to their devices without the permission of a teacher.

5.6 Students are responsible for securing and protecting their learning device, both during school and during travel to and from school. This includes using protective/carry cases and exercising caution when storing the learning device. The School is not required to provide designated or secure storage locations.

5.7 Students are responsible for ensuring the operating system and all software on their device is appropriately licensed.

5.8 Parents/carers are responsible for taking out any insurance coverage for their device to recover costs for accidental damage, theft or loss.

6. Damage and loss

6.1 Students bring their learning devices onto the school site at their own risk.

6.2 In case of malicious damage or theft of another student's device, existing school procedures for damage to the school's or another student's property apply.

7. Technical Support

7.1 NSW DEC staff are under no obligation to provide any technical support on either hardware or software relating to the student's personal device.

7.2 NSW DEC provides a filtered, secured network for students where possible.

7.3 Parents need to be aware that if they provide their child with a learning device with personal network connection, the school is unable to filter, log and monitor the student's usage while connected to that network.

8. Long-term care and support of BYOLD

8.1 Students are solely responsible for repair and maintenance of their own learning device. It is not the school's responsibility.

8.2 Warranties: Students should understand the limitations of the manufacturers' warranty on their device, both in duration and in coverage. Under Australian consumer legislation, warranties usually last for one year, during which any manufacturing defects will be repaired or the learning device will be replaced.

8.3 Extended Warranties: At the time of purchase, students may also purchase an optional extended warranty from the supplier/manufacturer of their learning device, during which any manufacturing defects that may occur will also be repaired.

9. Insurance

9.1 The DEC does not provide any insurance cover for students' personal devices, even if the damage or loss occurs while at school.

10. Acceptable use of BYOLD devices

10.1 Students should use their device in a responsible manner while at school for school related educational purposes, whether inside or outside of the classroom. The use of a device in the classroom is at the discretion of a teacher and must not disrupt a class in any way.

10.2 Using the DEC network services to seek out, access, store or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited. Such use may result in legal and/or disciplinary action.

10.3 Students shall not create, transmit, retransmit or participate in the circulation of content on their devices that attempts to undermine, hack or bypass any hardware and software security mechanisms that have been implemented by the DEC, its Information Technology Directorates or the School.

10.4 Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.

10.5 Mobile phone voice and text, SMS messaging or instant messaging use by students during class time may occur only with staff approval.

10.6 Students must not take photos or record sound or video at school without the consent of individuals recorded or it is part of an approved lesson.

10.7 Students shall comply with DEC or School policies concerning the use of BYOLD at school and while connected to the Department's network including the Online Communication Services – Acceptable Usage for School Students Policy.

10.8 The Principal retains the right to determine what is, and is not, appropriate use of BYOLD at the School, within the bounds of NSW Privacy Laws and other legislation.

10.9 The consequences of any breaches of this policy will be determined by the Principal, in accordance with the school's welfare and discipline policies.

11. DEC Technology Standards

11.1 Prior to purchase or using an already purchased device, parents and students should be made aware of the following technology standards required for devices used within schools:

• The DEC wireless network installed in high schools only operates on the 802.11n 5GHz standard. Devices with 802.11 a/b/g or 802.11n 2.4GHz only will not be able to connect.

• The battery life on the device should be capable of lasting 5 hours minimum of constant use without charge

• Device hardware specifications must meet the minimum specifications of the operating system and all applications.

• The device should have a currently supported operating system.

• Software should include applications for word processing, spread sheets, databases, video, image and audio editing, browsing the Internet, and multimedia presentations.

• Students should be familiar with the use of these applications.

11.2 Other considerations when purchasing a device include:

• Extended warranty

• Device insurance

• Protective casing (scratch/impact/liquid-splash resistant)

• Additional or spare battery packs

• Ergonomics

• Backup storage such as portable hard drive or USB flash drive

• Wireless mouse and/or stylus

12. Security and device management process

12.1 The School will implement on its infrastructure:

• Strong passwords on the portal

• Data and network traffic encryption

• Privacy controls

• Internet filtering

• DEC technology infrastructure security

• Student cyber safety.

13. Monitoring process

13.1 The School will regularly review existing policies and processes to facilitate the operation of the BYOLD Policy and Guidelines where appropriate.

Relevant school executive/personnel will ascertain the appropriate channel of communication response to parents and others depending on the issue at hand.

Further information about the BYOLD policy and device specification advice can be found at: http://moodle.wghs.nsw.edu.au/